

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY
PROGRESS ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON
TUESDAY 14th MARCH 2017 AT 7.37PM**

- PRESENT:** Ted Butfield (Chairperson), Don McPhee (Vice-Chairperson), Margie Dodd, Beth Faulkner, Kevin Forrest, Graham Klose, Graham Newstead, Bruce Meehan, Jeff Brundell, Veronica Brundell (YP Council Representative), Rowena Smith (Park Managers), Janette Butler (Finance Officer), Gabrielle Gutsche (Minute Taker).
- 1. WELCOME:** Ted Butfield welcomed everyone to the meeting.
- 2. CONFLICT OF INTEREST:** Nil
- 3. APOLOGIES:** Ken Osterstock, Richard Smith
- 4. MINUTES:** Minutes of the meeting held on 13th February 2017
- Graham Klose moved Beth Faulkner seconded**
- That the minutes of the meeting held on Monday 13th
February 2017 be accepted as a true and accurate record.**
- Carried #1 14/03/17**
- 5. MANAGER'S REPORT:** Richard and Rowena Smith
- 5.1** New cleaner working out well
- 5.2** Guest slipped at the boat ramp. Council notified and they responded that the ramp would be cleaned as soon as possible
- 5.3** Discussion regarding providing parking areas for RVs. Committee going to consider various areas in Stansbury before voting.
- 5.4** Resolved to change supplier for phone lines and wifi for Caravan Park. Janette to investigate whether second modem can be supplied for OPD Caravan Park.
- 5.5** Inspection of CP Assistant Manager's residence revealed significant storm damage and safety issues.
- 5.6** Contractor has completed repairs to the fish cleaning bay roof and the TV aerial on the roof of the camp kitchen.
- 5.7** Two areas of the caravan park were recently concreted as required. One was in a high traffic area where the ground had subsided and thus required concrete to level the surface and improve safety. The second was to cover a garden area that was deteriorating due to being frequently driven over by guests.
- 5.8** Correspondence received from regular guest.

The letter raised issue of steps to beach requiring railing to be installed for safety and bushes requiring cutting. Resolved for Janette to notify council regarding step safety, however bushes to remain untouched, as they prevent coastal erosion and thus it is unlikely for permission to be granted from the Coastal Protection Board.

5.9 The new hot water systems are expected to be installed by Easter.

Rowena Smith moved **Kevin Forrest seconded**

That Caravan Park Managers report be accepted

Carried #2 14/03/17

Rowena Smith left the meeting at 8:25pm and did not return.

6. FINANCE REPORT

Don McPhee moved **Jeff Brundell seconded**

That the Finance Report for February 2017 be accepted.

Carried #3 14/03/17

7. MATTERS ARISING

7.1 Lengthy discussion regarding quotations for replacement of Visitor Centre roof and OPD Caravan Park amenities roof. Janette to investigate when contractors can complete the work before acceptance.

7.2 Clarification of the type of rubbish bins to be purchased for the Caravan Park and Stansbury Markets.

7.3 Ted Butfield to liaise with electrical contractor in regards to replacement of solar bollard light parts under warranty.

7.4 Janette to organise previously approved tree lopping for early April.

8. CORRESPONDENCE

As tabled

Jeff Brundell moved **Graham Newstead seconded**

That correspondence be accepted as tabled

Carried #4 14/03/17

9. GENERAL BUSINESS

9.1 Project Officer/Market Manager Report

9.1.1 2017-18 Market Season dates and times approved.

9.1.2 201718 Market Registration Form approved.

9.1.3 Lengthy discussion regarding results of Scribble 'We Want Your Opinion Survey'. Resolved to send letter to council regarding green waste and hard waste results. Gabrielle to investigate town garage sale further.

9.1.4 Resolved to halt Christmas Tree project

9.1.5 Lengthy discussion regarding seawall. Resolved to contact Coastal Protection Board again.

9.2 Discussion of reuseable wreath options presented by Janette Further investigation required.

9.3 Lengthy discussion regarding upgrade and repurposing of Information Board by Dalrymple Lions. Resolved for Graham Klose to provide a more detailed plan.

9.4 Resolved for Graham Klose to source quotations for six signs directing people to defibrillators. Signs to comply with relevant regulations.

9.5 The skiing safety sign, located at the old boat ramp, has been relocated and is now facing the wrong way – unlikely to be read by those on shore using the boat ramp, and unable to be read by those already offshore. Resolved to take photo and notify council.

9.6 Lengthy discussion regarding the options and cost of replacing the existing CP Assistant Manager’s residence. Final selection to be made upon consultation with current Assistant Managers. Council to be contacted regarding permission for the use of the land, before commencement of contract process.

9.7 Dusty & Rusty to be held on Easter Saturday, in conjunction with Stansbury Seaside Markets.

10 CLOSURE:

Meeting closed at 10.40pm

Next meeting: Monday 10th April 2017

Ted Buttfeld

Chairman

Date